

ACCEPTABLE USE PRACTICES FOR SHANGHAI AMERICAN SCHOOL ELECTRONIC AND DIGITAL SERVICES

SAS community members are expected to act with honesty, integrity, and respect for others. Each computer user has the responsibility to respect and protect the rights of every other person in our community and on the Internet.

I understand the following:

- I continuously represent SAS whenever and wherever I use e-mail and Internet.
- I will follow the posted and/or handbook rules regarding games use, food and drink, or other site-specific injunctions.
- I understand that SAS has the right to look at any data, electronic mail or files that exist on the network or on individual computers, without the prior consent of system users. In addition, SAS reserves the right to read or remove any files on the network or on individual computers without prior notice to system users.
- If I violate any of these rules or knowingly enable others to violate these rules, I may be subject to disciplinary actions beyond the loss of access to SAS technology, which could include expulsion.

My Use of School Technology Resources:

- I will not attempt to discover or use another user's login name or password, nor will I share my passwords. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
- I will respect the work and privacy of others throughout the SAS Network.
 - I will use my applications, e-mail accounts, and SAS Network space for school-related activities.
 - I will not use SAS School technology resources for commercial activity or to seek monetary gain.
- I will not vandalize or tamper with any SAS technology equipment.
- I will not deliberately perform any act, which will negatively impact the operation of computers, printers or networks. I will make an effort to keep my home computer free from viruses and other destructive materials. If my computer is accidentally infected I will seek help from a professional or a member of the Technology Department.
- I will not assume any fictitious or anonymous identity in any activity that uses SAS technology resources or refers to SAS.

- I will not access, download, store, or print obscene or pornographic material •
- I will not store or transfer software used primarily for hacking, eavesdropping, or network administration
- I will not represent SAS in any political arena
- I will not forward chain letters, joke collections, Internet urban legends, and other materials that are not educationally related.

My Fair Use of Virtual Materials

- I will not copy or transfer any software under copyright to or from computers on the SAS Network without the permission of the Technology Department.
- I will properly cite any Internet resources that I use in my work. Whenever I am online at school or away from school:
- I will not annoy, hinder, or harass others with offensive, obscene, abusive, or threatening language in any Internet communication.

Acceptable Use Procedures Agreement Form

Upon signing this agreement, I, a Shanghai American School student, show that I understand the above guidelines and have had an opportunity to ask further questions about this agreement.

User Name (please print): _____

Grade Level/Homeroom Teacher: _____

User Signature: _____

Date: _____

Parent or Guardian name (please print): _____

Signature: _____

Date: _____